EASINGWOLD & DISTRICT U3A
WEBSITE USER GUIDE FOR MEMBERS

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1. INTRODUCTION

This guide is for general use by members. It does not cover specific functions that Group Leaders or Committee personnel might wish to undertake. We hope you find this guide a useful tool to provide some insight into the layout of the website and how to interactively use some of the features that you may wish to explore.

In addition to facilitating participation in U3A activities for all members, the website provides an administrative tool for the Committee and Group Leaders by incorporation of a membership database.

The revised website system is to be encouraged for use by all members where possible, but those who do not have access to computers, or do not have email, shall not be impacted to the extent that they cannot participate in U3A events. Alternative manual methods shall remain in place as an option.

2. HOW TO ACCESS THE WEBSITE

- Enter www.easingwold-u3a.org.uk into your web browser address bar. The following image appears. The blue panel is only seen on first access, or after deleting browser history. Click on the cross in the top right corner of the blue panel to remove from view.

www.easingwold-u3a.org.uk
Easingwold & District U3A
Charity No. 1099812
U3Aweb software developed by AllAboutGoingOut Ltd
Home
Welcome
About U3A
Login
HELP
U3A MENU
Groups by Day
Groups by Category
Groups by Title
Groups by Venue
Groups 7 Day Agenda
Monthly Meeting
Outings Information
Message Board
Picture Gallery
Newsletter
Contact Us
Website Links
Message Board
New Groups?
Do you have an interest in a subject that you would like to explore further? Does Easingwold U3A not have a group that p.... to read more log in
Posted by Irene Parkin on 22nd May 2015
G & S
The National Gilbert and Sullivan Opera Company will perform "Patience" on Friday August 14th at 7.30 in the Royal H.... to read more log in
Posted by Irene Parkin on 10th March 2015
Learn, Laugh and Live!
Welcome to our U3A website
Visitors
If you are a new visitor to this site you are very welcome to browse the website to see the group activities, monthly speaker meetings and outings that are organised for our members. If you wish to join our branch of the U3A then click the "Join the U3A" link on the left of the screen and provide the details requested, our membership secretary will contact you in due course.
Members
If you are a member and new to this site you will have been sent your membership number together with a password that you can use to log in to the members facilities within the website. We advise that once you have logged in on this first occasion you should change your password to something memorable to you.
Find out
Join us b
U3A is a national organisation established in 1982 to encourage self supported active learning among over-50's who are no longer in full time employment. Easingwold is supported by the national body, the Third Age Trust and the local Yorkshire and Humberside region.
If you have any queries or suggestions, feel free to Contact Us
Data Protection and Cookie Policies
12:30

- You will now be able to browse the various menu item links displayed under the heading "U3A Menu" without logging in.

- To access the Members' area and enjoy all the available functionality, you will have to obtain a password and log in – See Sections 3 and 4 of this document.

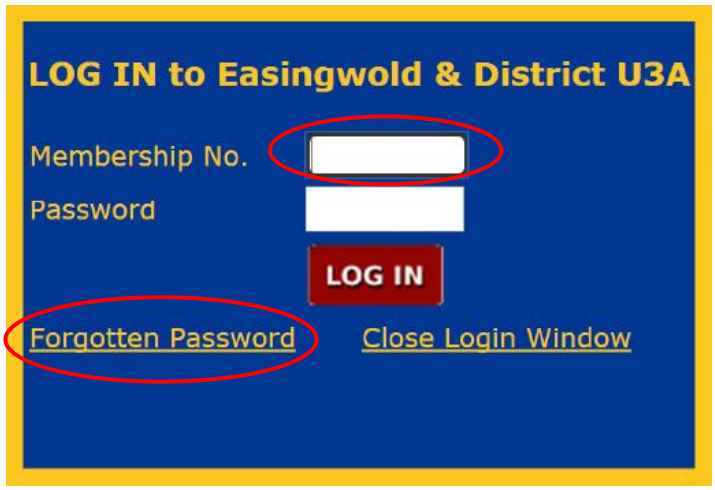
3. HOW TO OBTAIN AN INITIAL PASSWORD

NOTE:
If you have previously applied to join the U3A using the website online joining form, then please go straight to Section 4 – 'How to Log In'.

- Click on the 'Login' button in the gold coloured strip towards the top of the webpage. The blue panel shown below will appear.

- Type your U3A Membership No. into the space indicated (without any leading zeros if your number is below 100). Do not click the red LOG IN button.

- Click on 'Forgotten Password'.



- Another screen appears. Enter your email address and your Membership No. again, then click 'Submit'.

- An automated email will be sent to you with a randomly generated password.

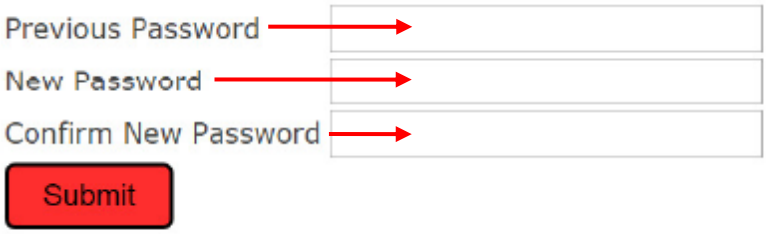
4. HOW TO LOG IN

- Having received a randomly generated password by email, click on the 'Login' button in the gold coloured strip towards the top of the webpage. The blue panel below will appear.
- Type your U3A Membership No. into the space indicated (without any leading zeros if your number is below 100).
- Enter the received password into the second space as indicated.
- Click on the red 'Log In' button.
  [Note: use of the return/enter key on your keyboard or keypad will not work!]

- Although you are now able to navigate around the site using the menu buttons and links, it is highly recommended that your next action is to change your password to something more memorable to you and which will be your permanent password (until you forget it, or lose it!) See Section 5 – 'How to Change Your Password'.

5. HOW TO CHANGE YOUR PASSWORD

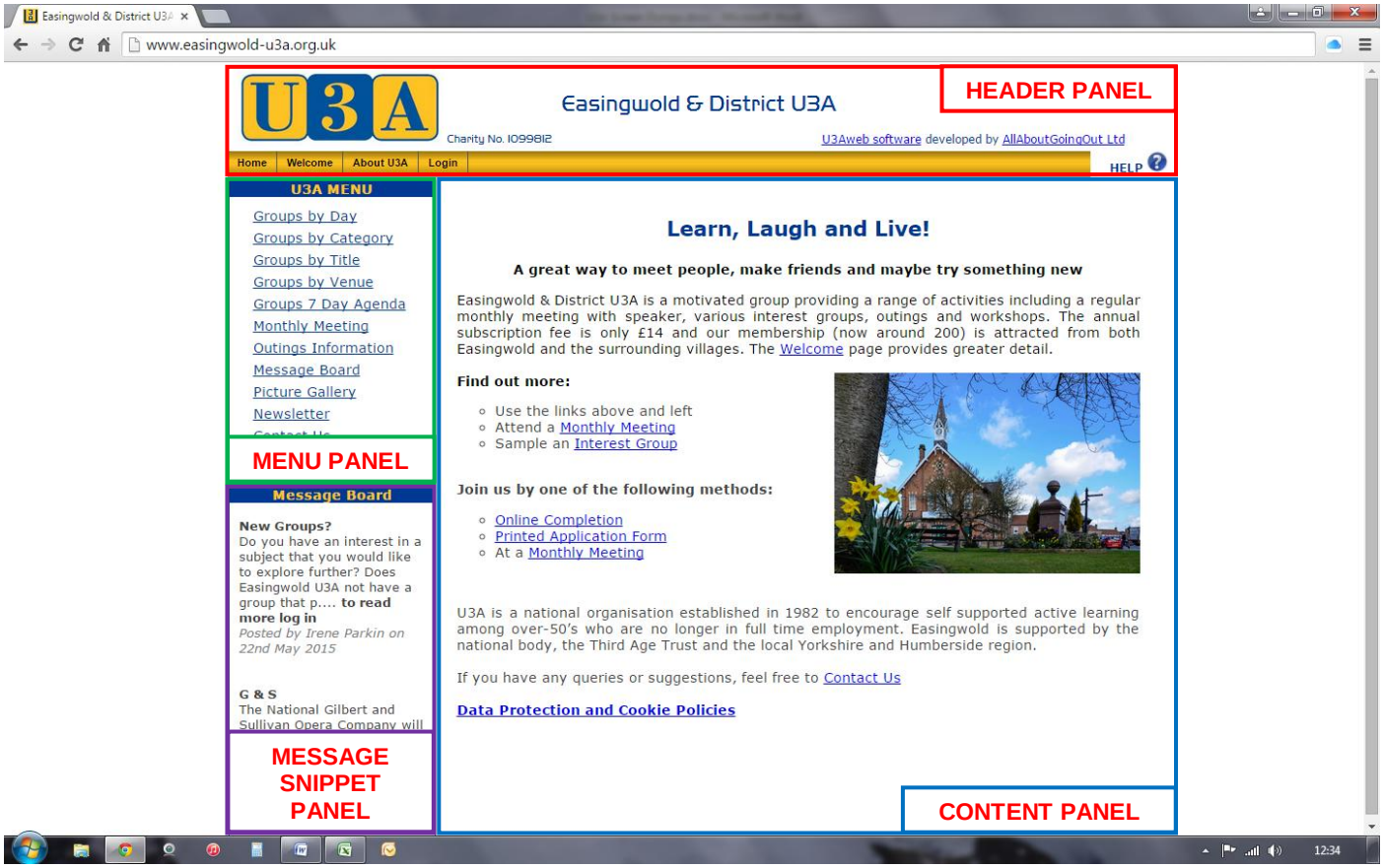
- Click on the 'Change Password' button in the gold coloured strip towards the top of the webpage. A screen showing the entries required below will appear.



- Type your previous password (ensure you type it exactly, with correct characters and upper or lower case as applicable).
- Type your chosen new password into the next space – there is no limit on length, format, characters or whatever but please ensure it is a reasonably secure one – a combination of alpha-numeric characters including both upper and lower case letters is recommended.
- Confirm your new chosen password by typing again into the third space. [Note: The new password must be entered exactly the same in both fields otherwise an error message will be displayed and you will need to re-enter the data again].
- Click the 'Submit' button.
- Your password is now changed, so when you log out and log back in again next time, you will need to use your new chosen password.
- If you forget your password in future, repeat actions from Section 3.

6. HOW THE WEB PAGES ARE DISPLAYED

All web pages are divided into four main panels as shown and identified in the image below.


Easingwold & District U3A
www.easingwold-u3a.org.uk
HEADER PANEL
Easingwold & District U3A
Charity No. 1099812
U3Aweb software developed by AllAboutGoingOut Ltd
Home
Welcome
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U3A MENU
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MENU PANEL
Message Board
New Groups?
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Posted by Irene Parkin on 22nd May 2015
G & S
The National Gilbert and Sullivan Opera Company will
MESSAGE SNIPPET PANEL
Learn, Laugh and Live!
A great way to meet people, make friends and maybe try something new
Easingwold & District U3A is a motivated group providing a range of activities including a regular monthly meeting with speaker, various interest groups, outings and workshops. The annual subscription fee is only £14 and our membership (now around 200) is attracted from both Easingwold and the surrounding villages. The Welcome page provides greater detail.
Find out more:
Use the links above and left
Attend a Monthly Meeting
Sample an Interest Group
Join us by one of the following methods:
Online Completion
Printed Application Form
At a Monthly Meeting
U3A is a national organisation established in 1982 to encourage self supported active learning among over-50's who are no longer in full time employment. Easingwold is supported by the national body, the Third Age Trust and the local Yorkshire and Humberside region.
If you have any queries or suggestions, feel free to Contact Us
Data Protection and Cookie Policies
CONTENT PANEL

Header Panel

- This area at the top of the screen contains a number of buttons in a gold coloured strip that allow access to different sections of the web site. When you click one of the buttons, the displayed information changes in the 'Content Panel' area.

- At the top right of every web page, alongside the gold menu strip, you will find a "Help" icon. If you click this you will be provided with additional information about the specific content of the page you are viewing at the time.

Menu Panel

- This area to the left of the screen contains a list of menu item links to the most common things that a web user might want to access, like information on Groups (in various formats), Monthly Meetings, Outings Information, Message Board, Newsletter, etc.

Content Panel

- This is the main area of the screen where detailed information is displayed depending upon which option you have chosen from either the Header or Menu Panels.

Message Snippet Panel

- This area lurks below the Menu Panel and provides snippets of messages that may be of further interest. To view the full content of any message, click on the 'Message Board' menu link within the Menu Panel. [Note: You do not have to log in to do this!]

7. ACCESS WITHIN THE WEBSITE

- Where text is underlined on the screen, this denotes a “link”. If you click on that text, the system will automatically link you to another area of the website.

- There are several interactive features on the website and these can be initially accessed from the links within the Menu Panel. By clicking on the various menu link options, or buttons, you are able to review information about the U3A in general, Interest Group Activities, Outings, view the Newsletter, etc.

- From an administrative point of view, when someone logs on to the website they are only allowed access to the areas, functions and data that are considered relevant to their needs as a member.

- Restricted authority levels are allocated to specific committee members. Group Leaders have access to view details of their group members, but cannot edit them in any way.

8. GROUP INFORMATION

There are several menu links relating to Interest Group information. The resulting viewed information is similar, merely being presented and ordered in different ways.

Three types of group are possible within the system – ‘Standard Group’, ‘Payment Group’ or a ‘Registration Group’.

Standard Groups

- This group type is the most common and is created for activities where members take part regularly, or for a specific number of sessions.

- There is no up-front payment required for this type of group, but there may be small contribution costs involved on the meeting day to cover the likes of room hire, car transport or equipment (packs of cards, etc).

Payment Groups

- This group type is created for activities where there is a more significant cost involved and may require a deposit payment and subsequent balance payment – examples might be some Out & About groups, Theatre, or Walking Holidays.

- There is more likely to be a specified application date and closing date for member joining.

Registration Groups

- These are only listed within the ‘Groups by Category’ view and are contained within the first section at the top of the page, immediately below the column headings.

- This group type is created to take account of those Interest Groups where members may wish to only occasionally take part (depending on the specific event) but wish to receive any updates as to new events in that particular Interest Group. It may also be used to gauge interest in a potential event that has no specific date or time set until some interest is shown and numbers are thought to be viable.

8.1 Groups by Day

- Clicking on the menu link ‘Groups by Day’ displays a new window that shows the current list of activities being run, grouped by day of the week.

- To find an activity running on Wednesday, scroll down the list until you see ‘Wednesdays’, or click ‘Select Day’ on the gold bar in the Header Panel.

- Information displayed includes meeting time, group name, group leaders name (after login), frequency and status. To see more details, click on the group name.

- Status could display one of the following:

    - Apply to Join Group - the Interest Group is open to accept new members.
    - Apply to Join Group from {given date} - the Interest Group will be open to accept new members from a given date.
    - Member - you are already a member of the Interest Group.
    - Fully Subscribed - denotes that the Interest Group membership is already at its maximum, **or** the last planned session has now passed.
    - Fully Subscribed, Join the Waiting List - denotes that the Interest Group membership is at its current maximum, but that the Group Leader is prepared to take further applications to join the waiting list.
    - On Waiting List - you are on the waiting list for the Interest Group.

- The background colour for each of the listed entries is also significant:

    - White - Interest Groups with a white background are still running.
    - Pink - Interest Groups with a pink background are no longer running.

8.2 Groups by Category

- Clicking on the menu link ‘Groups by Category’ displays a new window that shows the current list of activities, grouped together under various categories such as Crafts, Games, Out & About, Social, etc.

- To find an activity, scroll down the list until you see the category heading which interests you, or click ‘Select Category’ on the gold bar in the Header Panel.

- As with the ‘Groups by Day’, key information regarding the Interest Group will be displayed in the table. To see more details, click on the group name of interest.

8.3 Groups by Title

- Clicking on ‘Groups by Title’ displays a new window that shows the list of activities, in alphabetical order of group name.

8.4 Groups by Venue

- Guess what! Clicking on ‘Groups by Venue’ displays a table of activities, grouped together by meeting venue.

8.5 Groups by My Agenda

- The option ‘My Agenda’ (which only appears after logging in) is, in essence, your personal calendar of Interest Group activities that you have already joined. If you haven’t joined any, it will be blank! The agenda can be reviewed and printed off if required.

- If you have applied to join an Interest Group, an entry will appear in this list with the suffix (A) denoting that you have applied and that your request is pending consideration.

8.6 Groups 7 Day Agenda

- This option allows you to view all Interest Group events to be run over the next seven days - these are listed in date order. This list automatically rolls forward every day so that you always get to see the next full week of programmed events.

- As with the other Group formats, you can click on the linked group name to access further information including the current group status, such as 'Apply to Join'.

9. JOINING A GROUP

- Where the status column within one of the Interest Group views shows a link as either 'Apply to Join' or 'Fully Subscribed, Join the Waiting List', you can click to register interest (see 1st screen view below).

- Alternatively you may click a similarly worded link when viewing an individual groups' details (see 2nd screen view below).

- In either case, a new window will be displayed where you should select the "Confirm" option, or alternatively click on 'Cancel' if you change your mind.

- Confirming to join triggers a system email that is automatically sent to the Group Leader advising them of your interest.

- The Group Leader will process your request as soon as personally practicable and respond by email – confirming acceptance to join the group, or otherwise giving a reason for any declination.

1st Screen View

Easingwold & District U3A
www.easingwold-u3a.org.uk/index.php?page=List&List=97
Easingwold & District U3A
Charity No. 1099812
Member's Session for Claire Scott
Home
Welcome
About U3A
U3A Contacts
Constitution
Change Password
Logout
HELP
U3A MENU
Groups by Day
Groups by Category
Groups by Title
Groups by Venue
Groups My Agenda
Groups 7 Day Agenda
Monthly Meeting
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Forms & Archive
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Newsletter
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Website Links
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New Interest Groups?
Do you have an interest in a subject that you would like to explore further? Does Easingwold U3A not have a group that p.... read more
Posted by Irene Parkin on 22nd May 2015
Driving Assessment (Inst. of Adv. Motorists)
Like to improve your driving skills and have a short, free, observational driving assessment with the York Institute of .... read more
Posted by Jill Poulter on 19th May 2015
G & S
The National Gilbert and Sullivan Opera Company will
Group List By Group Name
Time
Group
Leader(s)
Frequency
Status
09:30 To 15:00
Bird Watching
Maureen Gray
Monthly on 4th Thursdays from 28th May 2015 for 7 sessions
Apply to Join Group
14:00 To 16:00
Book Club 1
Ruth Whillock
Monthly on 4th Mondays from 22nd June 2015 for 5 sessions
Fully Subscribed
14:00 To 16:00
Book Club 2
Meg Cleghorn
Jill Poulter
Monthly on 2nd Wednesdays from 10th June 2015 for 7 sessions
Fully Subscribed, Join the Waiting List
13:30 To 15:30
Bridge for Beginners
Wilf Davies
Fridays for 32 sessions from 15th May 2015 to 18th December 2015
Apply to Join Group
09:45 To 12:00
Bridge for Improvers
Barry Wilkinson
Tuesdays for 31 sessions from 19th May 2015 to 15th December 2015
Apply to Join Group
14:30 To 16:30
Crafts
Penny Seymour
Claire Scott
Monthly on 2nd Mondays from 8th June 2015 for 7 sessions
Apply to Join Group
15:00 To 17:00
Discussion
Margaret Wilson
Monthly on 1st Thursdays from 4th June 2015 for 7 sessions
Apply to Join Group
19:30
Gilbert & Sullivan
Irene Parkin
Fridays for 1 sessions from 14th August 2015 to 14th August 2015
Apply to Join Group
14:00 To 16:00
Listening to Music
Irene Parkin
Monthly on 1st Tuesdays from 2nd June 2015 for 7 sessions
Fully Subscribed
14:00 To 16:00
Mahjong
Peter Glossop
Fortnightly on Thursdays from 14th May 2015 for 15 sessions
Member
14:00 To 16:30
ScrabbleBabble
Clare Chapman
Fortnightly on Mondays from 18th May 2015 for 15 sessions
Apply to Join Group
13:00 To
Sunday Lunch
Anne O'Brien
Monthly on 2nd Sundays from 14th June 2015 for 6 sessions
Fully Subscribed, Join the Waiting
18:25

2nd Screen View

Easingwold & District U3A
www.easingwold-u3a.org.uk/index.php?page=Group&Group=13&List=97
Easingwold & District U3A
Charity No. 1099812
Member's Session for Claire Scott
Home
Welcome
About U3A
U3A Contacts
Constitution
Change Password
Logout
HELP
U3A MENU
Groups by Day
Groups by Category
Groups by Title
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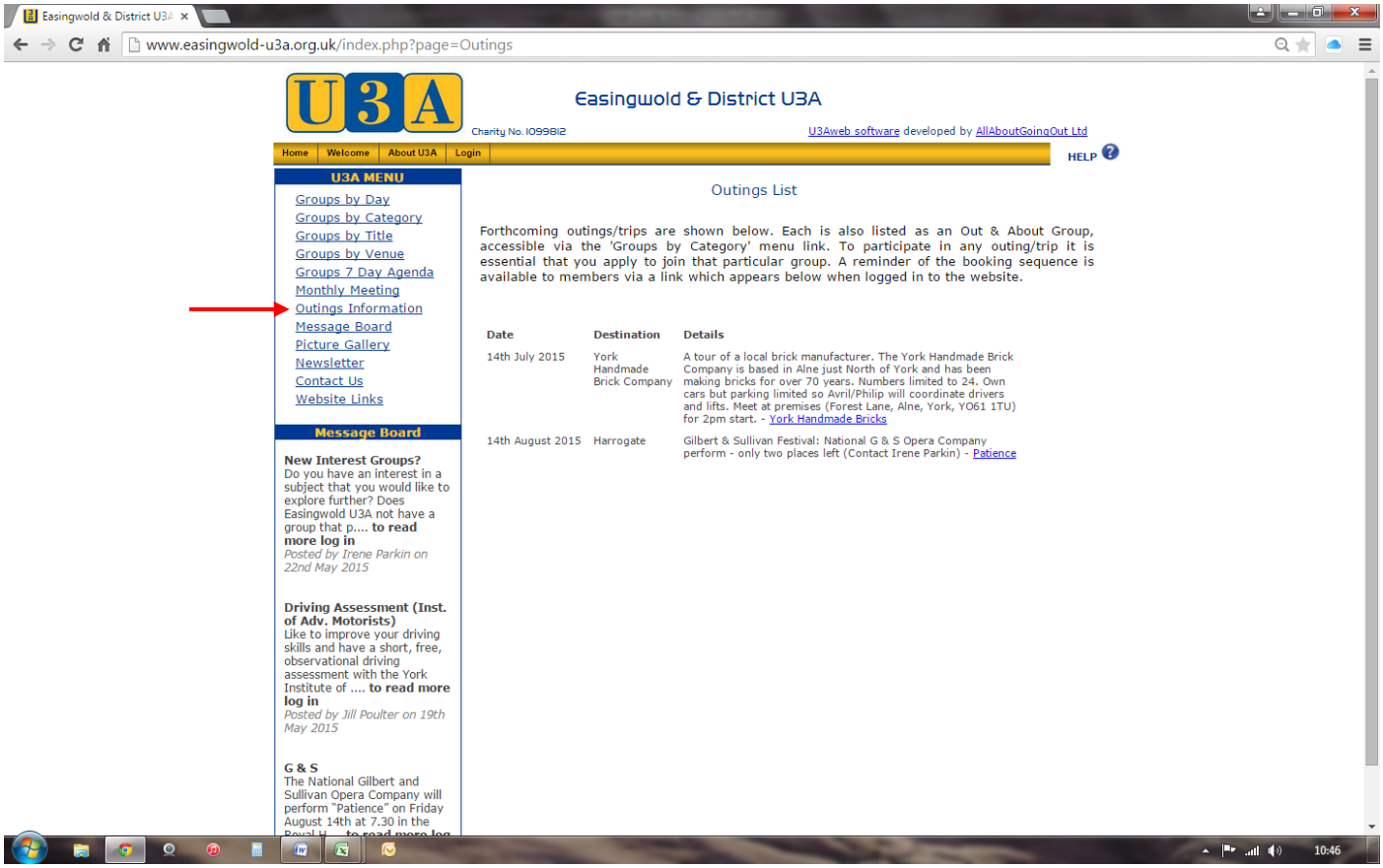
Driving Assessment (Inst. of Adv. Motorists)
Like to improve your driving skills and have a short, free, observational driving assessment with the York Institute of .... read more
Posted by Jill Poulter on 19th May 2015
G & S
The National Gilbert and Sullivan Opera Company will
Return
Print this Page
Group Details - Bird Watching (13)
Group Leader(s) : Maureen Gray Contact by email
Group Description : From January through to November we visit reserves taking a packed lunch with us. We meet in the car park and then share cars. Once a year we have a 2/3 night trip away in order to visit sites further afield. You will need binoculars, and a bird book is useful.
Group Status : Apply to Join Group
Venue : Galtres Centre Car Park, Crabmill Lane, Easingwold, YO61 3AD
Easting/Northing : 453010/469696
Frequency : Monthly on 4th Thursdays from 28th May 2015 for 7 sessions
Time of Session : 09:30 to 15:00
Start Date : Thursday 28th May 2015
End Date : Thursday 26th November 2015
Category(s) : Out & About
Status : Live
Show Map of Venue Location
Group Meeting Dates
Thursday 25th June 2015
Thursday 23rd July 2015
Thursday 27th August 2015
Thursday 24th September 2015
Thursday 22nd October 2015
Thursday 26th November 2015
18:33

10. OUTINGS

- A summary of planned outings/trips may be accessed, without logging in, by clicking on ‘Outings Information’ in the Menu Panel.

- To participate in any outing it is essential that you apply to join the associated ‘Out & About’ group via the ‘Groups by Category’ menu link.

- When logged in, a reminder of the booking sequence is available via a link within the Content Panel of the web page.


Easingwold & District U3A
www.easingwold-u3a.org.uk/index.php?page=Outings
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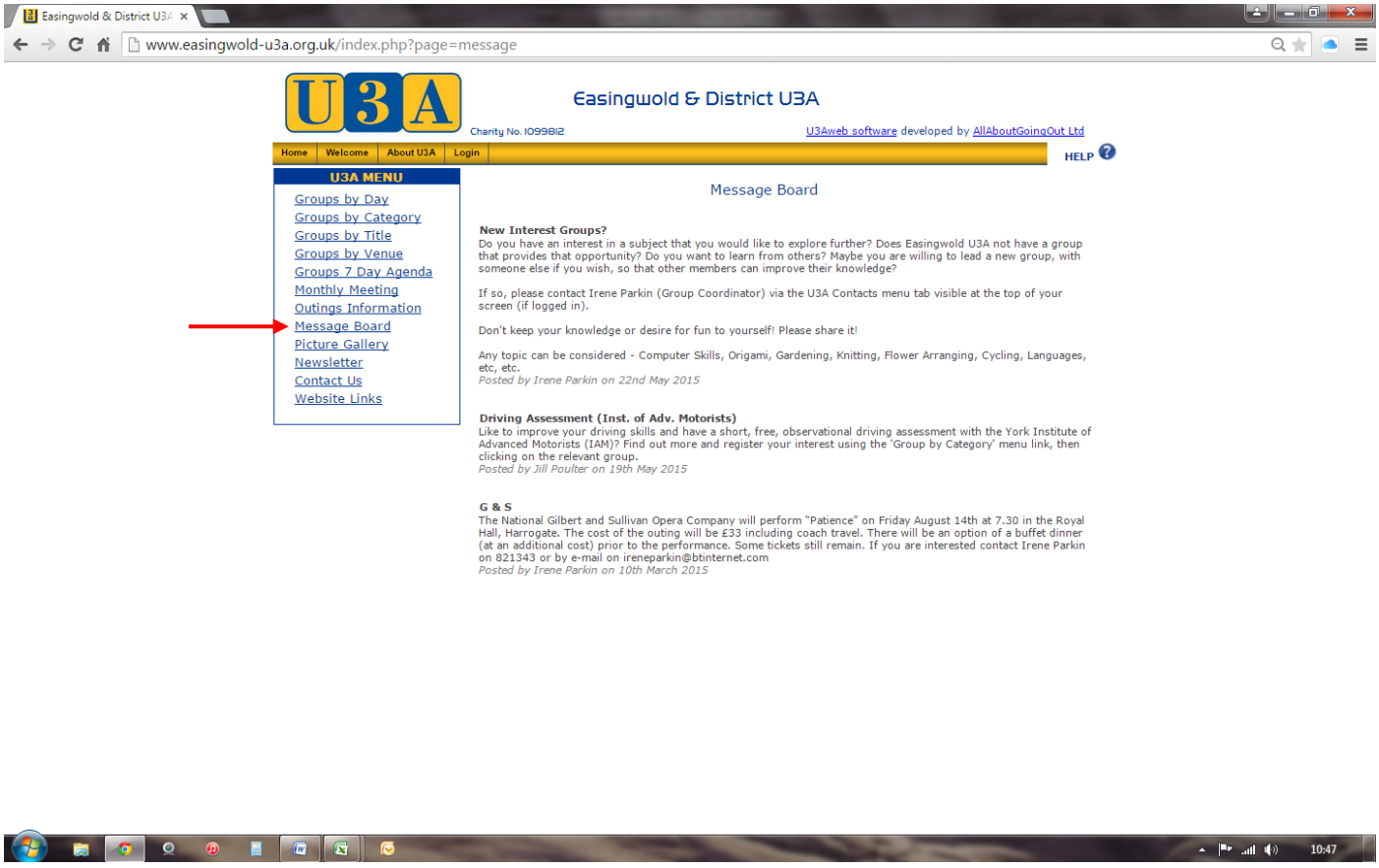
Posted by Jill Poulter on 19th May 2015
G & S
The National Gilbert and Sullivan Opera Company will perform "Patience" on Friday August 14th at 7.30 in the
Outings List
Forthcoming outings/trips are shown below. Each is also listed as an Out & About Group, accessible via the 'Groups by Category' menu link. To participate in any outing/trip it is essential that you apply to join that particular group. A reminder of the booking sequence is available to members via a link which appears below when logged in to the website.
Date
Destination
Details
14th July 2015
York Handmade Brick Company
A tour of a local brick manufacturer. The York Handmade Brick Company is based in Alne just North of York and has been making bricks for over 70 years. Numbers limited to 24. Own cars but parking limited so Avril/Philip will coordinate drivers and lifts. Meet at premises (Forest Lane, Alne, York, YO61 1TU) for 2pm start. - York Handmade Bricks
14th August 2015
Harrogate
Gilbert & Sullivan Festival: National G & S Opera Company perform - only two places left (Contact Irene Parkin) - Patience
10:46

11. MESSAGE BOARD

- The message snippets seen in the panel below the menu links may be accessed in their entirety, without logging in, by clicking on ‘Message Board’ in the Menu Panel.

- The messages may promote other areas of the website, identify new groups, seek interest in certain activities, etc.


Easingwold & District U3A
www.easingwold-u3a.org.uk/index.php?page=message
Easingwold & District U3A
Charity No. 1099812
U3Aweb software developed by AllAboutGoingOut Ltd
Home
Welcome
About U3A
Login
HELP
U3A MENU
Groups by Day
Groups by Category
Groups by Title
Groups by Venue
Groups 7 Day Agenda
Monthly Meeting
Outings Information
Message Board
Picture Gallery
Newsletter
Contact Us
Website Links
Message Board
New Interest Groups?
Do you have an interest in a subject that you would like to explore further? Does Easingwold U3A not have a group that provides that opportunity? Do you want to learn from others? Maybe you are willing to lead a new group, with someone else if you wish, so that other members can improve their knowledge?
If so, please contact Irene Parkin (Group Coordinator) via the U3A Contacts menu tab visible at the top of your screen (if logged in).
Don't keep your knowledge or desire for fun to yourself! Please share it!
Any topic can be considered - Computer Skills, Origami, Gardening, Knitting, Flower Arranging, Cycling, Languages, etc, etc.
Posted by Irene Parkin on 22nd May 2015
Driving Assessment (Inst. of Adv. Motorists)
Like to improve your driving skills and have a short, free, observational driving assessment with the York Institute of Advanced Motorists (IAM)? Find out more and register your interest using the 'Group by Category' menu link, then clicking on the relevant group.
Posted by Jill Poulter on 19th May 2015
G & S
The National Gilbert and Sullivan Opera Company will perform "Patience" on Friday August 14th at 7.30 in the Royal Hall, Harrogate. The cost of the outing will be £33 including coach travel. There will be an option of a buffet dinner (at an additional cost) prior to the performance. Some tickets still remain. If you are interested contact Irene Parkin on 821343 or by e-mail on ireneparkin@btinternet.com
Posted by Irene Parkin on 10th March 2015

- When logged in, the words ‘Click here to request a message be added to the Message Board’ appear below the page title.

- If you have something that is U3A related and wish to promote, you are welcome to click and send an email with as much detail as possible. The web administrator will receive the mail and load the required detail onto the web page.

12. OTHER MENU LINKS

12.1 Monthly Meeting

- Displays a list of meetings with brief information on date, speaker and topic.

12.2 Picture Gallery

- View pictures of the local area or past activities. If you have some pictures that you would like to display and share, then please contact the web administrator (click the U3A Contacts menu button in the gold bar within the Header Panel).

- If you are displaying pictures, be sure that anybody clearly appearing in them does not object to them being placed in the public domain.

12.3 Newsletter

- An electronic copy of the published newsletter that is available as a hardcopy at Monthly Meetings.
  [Note: If using a tablet device, it will always be best to use the 'click here' link above the document viewing window. Some tablets display immediately (dependent on download time), whilst others will place the document in the 'Downloads' section of your device].

12.1 Website Links

- Displays links to other websites that may provide useful information for U3A members.

13. MAILING FACILITIES

- The website features a number of areas where it is possible to utilise the data held within the system to email other members.

- The site is not intended to be a substitute for your own email client software or webmail. However, there is some convenience when logged into the website in having the ability to email someone there and then, without the need to know their actual email address, without having to swap viewing windows, and potentially without having to log in to your other email application.

- Some mailing possibilities are:

    - Contact Us: Only visible in the Menu Panel when logged out and sends a message to a nominated U3A contact.

    - Contact a Member: Available in the Menu Panel when logged in and may be used to contact any other member who has provided an email address to the U3A.

    - U3A Contacts: Visible when logged in on a menu button within the gold bar of the Header Panel. When clicked, a list of committee members is displayed with an email link beside each.

    - Group Leader: Contact using the email link alongside their name when viewing their group detail page.